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WAR FOOD ADMINISTRATION
FOOD DISTRIBUTION ADMINISTRATION
WASHINGTON 25, D.C.

October 22, 1943

TRANSPORTATION AND WAREHOUSING BRANCH MEMORANDUM NO. 11

To: All Chiefs, Custody and Disposition Division, Regional Offices
From: William C. Crow, Chief, Transportation and Warehousing Branch
Subject: Procedure for Authorizing Overtime Loading or Unloading at
Warehouses.

On frequent occasions it has been necessary for the Custody and Disposition Division in the Regional Offices to order certain warehouses to deliver commodities outside of their regular hours of business.

The matter first came to our attention in the metropolitan area of New York City where it had become a practice of the warehousemen to charge FDA with the full amount of overtime costs when it was necessary for them to load after 5:00 P.M. Monday through Friday, all day Saturday and Sunday. The New York warehouses were billing FDA on an hourly basis charging the time and one-half rate paid their employees and billing for the entire amount of such man-hours as were actually used. Obviously this constitutes an excess charge against the Food Distribution Administration, since a charge for handling had already been paid in the form of an extra charge added to the first months storage. In the New York City area an agreement was reached whereby the warehousemen's overtime costs was borne by an allowance of an additional 50 per cent of the out-handling rate where the overtime was done on a time and one-half basis or an additional 100 per cent of the out-handling rate where the overtime was done on a double time rate.

It now becomes necessary to establish a standard procedure in the method of handling overtime in all warehouses throughout the country.

The procedure to be followed by Custody and Disposition Division employees is as follows:

Method of Ordering Overtime Services First it should be determined that it is absolutely necessary that the loading in question be performed outside of regular hours and the reason for this necessity should be clearly stated on the "Order for Services" when issued. It should then be determined whether or not the warehouse is obligated to pay overtime by virtue of an agreement with their labor. (Some warehouses work more than one shift, in which case they do not pay time and one-half rates for handling after hours.) When it has been sufficiently determined that a warehouse is penalized to the extent of having to pay an additional labor charge by virtue of our require-

ment that they deliver commodities to us outside of normal working hours, it shall then be in order to issue to them an "Order for Services" which will reimburse them for such additional costs.

1. It is to be understood that the charges for overtime services shall not exceed, per cwt., 25 per cent (in case of time and one-half) or 50 per cent (in case of double time) of the first month rate, after subsequent month rate, freezing charges, if any, and bond premium charge, if any, have been deducted therefrom.

"Orders for Services" All "Orders for Services" shall be written and issued at the time such services are actually ordered and shall include all of the detail mentioned above. These "Orders for Services" should be issued in the form prescribed herewith, a copy of which is attached.

William C. Crow.

Attachment

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WAR FOOD ADMINISTRATION
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ORDER FOR SERVICES

Program No. _____

O. S. No. _____

Commodity _____

Date _____

To _____

(Processor)

(Mailing address)

Services to be performed at _____

Detailed description of services to be performed, including unit, cost per unit, and number of units. If more than one service, indicate charge for each service:

I HEREBY CERTIFY that the prices stated above are the prices agreed upon for the processing, handling, or other service necessary on the above commodity; that such prices are not in excess of the prices charged by the industry for similar services, and that the execution of this order is in the best interests of the Government.

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